

## Message Text

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PAGE 01 OECD P 05035 181454Z  
ACTION EUR-12

INFO OCT-01 ISO-00 IO-13 /026 W  
-----181509 095395 /53

R 181450Z FEB 77  
FM USMISSION OECD PARIS  
TO SECSTATE WASH DC 5394

UNCLAS OECD PARIS 05035

PASS: EUR/RPE FOR GELBARD

E.O. 11652: N/A  
TAGS: OECD, ECON

SUBJECT: VACANCY FOR A STATISTICAL ASSISTANT (GRADE B4)  
IN THE MONETARY AND FISCAL POLICY DIVISION, ECONOMICS  
AND STATISTICS DEPARTMENT: CLOSING DATE FOR APPLICA-  
TIONS: 3 WEEKS AFTER THE DATE OF PUBLICATION

1. THE APPOINTMENT WILL BE FOR A FIXED TERM OF TWO OR  
THREE YEARS. WORK WILL BE CARRIED OUT IN PARIS.
2. DUTIES: THE WORK WILL BE CARRIED OUT UNDER THE  
SUPERVISION OF ADMINISTRATOR AND WILL COVER THE FOLLOW-  
ING:

(1) THE LOCATION, EXTRACTION AND CHECKING OF STATISTI-  
CAL DATA FROM A WIDE VARIETY OF SOURCES, COVERING SUCH  
FIELDS AS PUBLIC EXPENDITURE AND REVENUE DATA, TAX STA-  
TISTICS, INTEREST RATES, MONEY AND CREDIT AGGREGATES,  
SECTORAL FINANCIAL FLOWS, ETC. THE COMPILATION OF INFOR-  
MATION CONTAINED IN SUBMISSIONS BY MEMBER COUNTRIES.

(2) THE PREPARATION OF INSTRUCTIONS FOR THE ENTRY OF  
DATA INTO A COMPUTERISED DATA FILE AND THE EXTRACTION  
OF THESE DATA AS REQUIRED.

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(3) THE EXECUTION OF SIMPLE STATISTICAL ANALYSIS (INCLUD  
ING PERCENTAGE CHANGES, COMPOUND RATES OF CHANGE, MOVING  
AVERAGES, INDEXES) INVOLVING THE USE OF DESK CALCULATORS.

(4) THE EXECUTION, UNDER LIMITED SUPERVISION, OF MORE  
COMPLEX STATISTICAL CALCULATIONS (INCLUDING TREND LINES

AND CORRELATIONS) INVOLVING THE USE OF THE ORGANISATION'S COMPUTER FACILITIES.

3. PRINCIPAL QUALIFICATIONS REQUIRED:

(1) GOOD GENERAL EDUCATION INCLUDING GOOD KNOWLEDGE OF ELEMENTARY MATHEMATICS AND APPLIED STATISTICS. SOME KNOWLEDGE OF ECONOMIC TERMINOLOGY AND/OR THE COMPUTER PROCESSING OF DATA WOULD BE AN ADVANTAGE.

(2) EXPERIENCE IN STATISTICAL WORK, WITH THE ABILITY TO PERFORM STATISTICAL CALCULATIONS QUICKLY AND ACCURATELY.

(3) VERY GOOD KNOWLEDGE OF ONE OF THE TWO OFFICIAL LANGUAGES OF THE ORGANISATION AND ABILITY TO WORK IN THE OTHER. READING KNOWLEDGE OF OTHER LANGUAGES OF MEMBER COUNTRIES WOULD BE AN ADVANTAGE.

4. APPLICATIONS SHOULD BE SENT TO THE HEAD OF PERSONNEL. MEMBERS OF THE STAFF WHO HAVE THE NECESSARY QUALIFICATIONS AND WHO WISH TO APPLY FOR THIS POST SHOULD DO SO ON THE NEW FORM OBTAINABLE FROM PERSONNEL DIVISION, TELEPHONE EXTENSION 83.7L, OFFICE 322.  
KATZ

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## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01-Jan-1994 12:00:00 am  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
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**Subject:** VACANCY FOR A STATISTICAL ASSISTANT (GRADE B4) IN THE MONETARY AND FISCAL POLICY DIVISION, ECONOMICS AND STATISTICS DEPARTMENT: CLOSING DATE FOR APP LI  
**TAGS:** ECON, OECD  
**To:** STATE  
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**Review Markings:**  
Margaret P. Grafeld  
Declassified/Released  
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